





Fundraising Worksheet



羅省第一華人浸信會
FIRST CHINESE BAPTIST CHURCH
LOS ANGELES

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Name of organization or group: _____

Name of sponsor, fellowship coordinator, officer, pastoral staff, etc. _____

Name of person responsible for the event: _____

Your phone number: _____ E-mail: _____

Explain fundraising event: _____

Explain purpose of fundraiser: _____

Date(s) and time of fundraising event: _____

Where will the fundraiser be held? Please be specific: _____

If space is needed at church, you must request it via the **“Activities Request Form”** and submit that to the church.

How will the funds be used? Please be specific: _____

Financial Goal of Event: _____

How will the event be advertised? _____ Program: _____ Flier: _____

Please include sample of advertisement information (attach form if available).

Explain cleanup if applicable: _____

Date request was made: _____

Approved by: _____ Date approved: _____

FCBC Fundraising Procedure

Types of Fundraising	Example	Request Process/ Initiation	Approval Process	Accounting of Funds	Publicity at FCBC	Forms
Church-wide	Lottie Moon, Catastrophes	Pastors Staff, Congregation	Pastoral and/or Congregational	Checks made to FCBC, funds processed by Treasurer	Church-wide announcements / programs, etc.	None
FCBC Ministry Groups	Thailand Team, India Team	Missions Committee, Ministers	Pastoral and Missions Committee or Shepherding Minister	Checks made to FCBC, funds processed by Treasurer	Church-wide (pastoral), Age-group (Shepherding Minister)	Fundraising Worksheet and Activities Form
FCBC Ministry Individuals	Letter from member of FCBC team	Missions Committee, Ministers	Missions Committee	Checks made to FCBC, funds processed by Treasurer	Person to person, announcement in fellowship/SS groups, Shepherding Minister approval	None
Non-FCBC Ministry Groups	3-on-3 Tournament, Backpack Drive	Ministers	Pastoral informed, Shepherding Minister approval	Checks made to FCBC, funds processed by Treasurer, or directly to ministry, if present	Church-wide (pastoral), Age-group (Shepherding Minister)	Fundraising Worksheet and Activities Form
Non-FCBC Ministry Individual	Campus Crusade, InterVarsity	Personal	Shepherding Minister approval	None	Person to person, announcement in fellowship/SS groups, Shepherding Minister approval	None